

Monthly Report to the Special Trustee
Office of Trust Records
March 2001

Following are highlights of records management activities performed by the Office of Trust Records during March 2001.

SIGNIFICANT ACTIVITIES

- ❖ **Special Master Subpoena document production**—the following resources were expended this month to comply with the February 14, 2001, subpoena to the Secretary of the Interior
 - Staff time—712 hours
 - Costs associated with staff time—\$22,306
 - Pages produced—18,024 pages
 - Costs associated with pages produced—\$901
 - Costs associated with overnight mail—\$859

- ❖ **Imaging Contract**—on Friday March 16, the Office of the Special Trustee decided to terminate the imaging contract. Some of the issues that contributed to the decision were:
 - Although production began on January 15, as of March 15 LATA had not produced any CD's that passed Quality Assurance; a loadable "test" CD was not produced until February 15, 2001
 - The order of the Daily Work documents was not known before the start of the project; cost of re-filing documents estimated at more than \$350,000
 - Contractor was requesting an equitable adjustment of \$365,000, because they contended there was a "major" change to the index scheme
 - Actual change was the addition of one field and the redefinition of several other fields from numeric to alphanumeric
 - Because contractor expected full production to be 6,000 rather than the 30,000 images per day outlined in the SOW, the project would take approximately 5 times as long as estimated; consequently, the Quality Assurance task was estimated to increase from approximately \$100,000 to \$500,000
 - The ARCIS software that was used for the pilot is not flexible enough to support multiple indexes referencing one image
 - Possible solutions were to make multiple copies of the images significantly increasing the cost of the project since the contractor was to be paid per image, or delay the project while custom programs were written to get around the problem
 - In addition to the cost of programming (est. \$54,000) anticipate contractor would ask for another adjustment to compensate them for the delay (estimated 5-6 weeks)

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STAFFING

- ❖ **Management Analyst positions** (research, develop, and implement records management policies, retention schedules; training curricula and aids, etc.)
 - One supervisory position advertised—closing date April 14
- ❖ **Records Management Specialist positions** (implement records management program, BIA disposition backlog, records cleanup, etc.)
 - One Records Specialist on board March 11
 - One supervisory position advertised—closing date April 14
- ❖ **Archives Technicians positions** (search for refilled or interfiled records; receive, move, inventory, and shelve records)
 - One Archives Technician on board
- ❖ **Computer Specialist positions** (analyze, develop, and implement information technology solutions; manage projects to implement electronic records programs for BIA and OST)
 - One vacant 5/7/9 position currently advertised
 - One vacant 9/11/12 position to be advertised
 - One supervisory position to be classified and advertised

TRAINING

- ❖ **BIA:**
 - Presented mid-level management records awareness briefings to employees at the following locations
 - Southern Plains Region—28 employees
 - Anadarko Agency—10 employees
 - Central Office West—48 employees

CONTRACTORS

- ❖ **Iron Mountain Records Management Services** – prepared records for local storage or transfer to Federal Records Center
 - Wind River Agency—350 boxes currently being worked on
 - Northwest Regional Office—1360 boxes repacked, organized, and labeled
- ❖ **G&G Advertising**—no activity this month
- ❖ **Bradson Corporation**—vital records plan submitted March 1, 2001—edits underway
- ❖ **Native American Industrial Distributors**—on going assistance provided with project management

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- ❖ **Millican and Associates**—work started March 19
 - Millican conducted preliminary information gathering interviews to be used for development of the plan to comply with electronic records requirements
 - Deliverables include Electronic Records Policy, analysis of current status and a plan for improvement for OST

OTHER WORK (see attached internal-use chart—working copy)

- ❖ **Disposition Backlog at BIA Locations**
 - Worked with BIA locations to transfer records to Federal Records Centers or National Archives
 - Great Plains Region—2 boxes
 - Horton Field Office—1 box
 - Osage Agency—286 boxes
 - Northwest Region—9 boxes
 - Onsite technical assistance provided to the Division of Accounting Management with their 6000+ boxes of inactive records stored at the 12th Street
- ❖ **Analyze Records Storage Requirements**
 - Completed assessments of current records storage requirements, inactive records disposition backlogs, and records transfer to appropriate storage facilities
 - Southern Plains Regional Office— report attached
 - Anadarko Agency— report attached
- ❖ **Develop and Issue BIA/OST Records Manuals, Training Aids and Provide Technical Assistance**
 - Provided ongoing technical assistance to BIA regional and agency offices
 - Conducted roundtable meeting with BIA records liaisons and records officers—15 BIA staff
- ❖ **Replace Historical Records With Working Copies**
 - Onsite visit to the Southwest Region's Land Titles and Records Office to identify types and volumes of historical documents used daily that could potentially be used as a pilot project
- ❖ **Complete Plan to Comply with Electronic Records Requirement**
 - See Millican summary under Contractors

Complete Submission of Records Control Schedules to NARA

- IARM staff visited the following BIA locations to inventory records for use in schedule development

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- Energy and Minerals Office
- Geographic Information Systems Office
- Northwest Region (Forestry)
- Spokane Agency
- Colville Agency
- Navajo Region (Roads)
- Continued developing the inventory database and reports
- Input data received from survey and assessment work sheets into database

- ❖ **Conduct Cyclic Evaluations of Records Programs**
 - Completed a records program evaluation at the following BIA locations
 - Southern Plains Regional Office
 - Anadarko Agency

- ❖ **Establish Life Cycle Database (Inventory) for Trust Records**
 - On March 6 and 7 Preston Shimer met with OTR Staff; during this visit he:
 - Reviewed existing computerized inventories of records in order to develop a data mapping plan for migration into Versatile
 - Developed the specifications for a custom add-on that would facilitate the control of boxes that are destined for a Federal Records Center
 - Conducted training with records managers responsible for developing and controlling the program specific record series
 - Work was also done to integrate the databases provided by Datacom into one to facilitate research and prepare it for migration into Versatile
 - Continued work on data entry system for use by Iron Mountain
 - Installed the database at Hawkins and Iron Mountain Albuquerque
 - Hardware has been identified and configured for Iron Mountain Portland; it will be installed in early April

- ❖ **Establish Pilot Project(s) for Electronic Record Keeping**
 - No activity this month